



State of Nevada
COMMISSION ON ETHICS

3476 Executive Pointe Way, Suite 10
Carson City, Nevada 89706
(775) 687-5469 · FAX (775) 687-1279

<http://ethics.nv.gov>

Unclassified Position Announcement

Executive Director

The Nevada Commission on Ethics is seeking qualified applicants for the position of Executive Director. This is an unclassified full-time position within Nevada state government and based in Carson City. The position is appointed by and reports to the Nevada Commission on Ethics.

The Executive Director supervises the daily and administrative operations of the Commission office; maintains complete and accurate records of all transactions and proceedings of the Commission; receives and processes opinion requests pursuant to Nevada Revised Statutes; conducts investigations regarding requests for opinion received by the Commission; submits written recommendations to a Commission panel as to whether a full hearing is necessary regarding the specific opinion request; recommends to the Commission any regulations or legislation desirable or necessary to improve the operation of the Commission; conducts training on the Nevada Ethics in Government Law; and supervises staff. See NRS 281.463 and 281.4635.

Recruitment open to: Qualified candidates. Résumés accepted until August 31, 2007 for an anticipated vacancy in September 2007.

Qualifications: A graduate-level degree or the equivalent of at least five years of legal, management, law enforcement, or investigative experience. The desirable candidate should possess strong verbal and written communication skills; experience with conducting investigations; administrative and supervisory experience; knowledge of the Nevada legislative process; and government budgeting experience. The Commission may require a background check.

Compensation: Up to \$94,136 annually. Salary reflects retirement contributions by both the employee and employer. An employer-paid retirement contribution plan is available with a reduced gross salary.

Interested parties should submit a résumé and cover letter to:

Cheri Abbott
Department of Administration, Personnel Services
209 E. Musser #205
Carson City, Nevada 89701
(775) 684-0208
E-mail: cabbott@budget.state.nv.us